

Course Information – Diploma



Course Title and Level

Higher Level 2 Diploma in Business, Administration and Finance

Available at two “hubs”-

Birchwood High School – Course Code – DipBAF-Bwd

Penketh High School – Course Code - DipBAFPk

Course Content:

The Diploma in Business, Administration and Finance (BAF) is an exciting qualification which will introduce young people to the world of business. Topics will include marketing and sales, communication, business administration, personal finance and financial services, accounting, teams in business, customer service, responding to change and success at work.

The Diploma in Business, Administration and Finance has been developed to provide a solid grounding in business skills for young people who are interested in any kind of business career or hope to run their own business. You’ll get the opportunity to set up and run your own business, selling a product that you have created. You will learn to cope with change, how to remain competitive, and discover how outside factors such as new technologies, consumer trends, environmental issues or globalization can affect a business.

Throughout the course, learners will have the opportunity to:

- Develop their understanding of how a business operates by running their own business organisation
- Work with local organisations to plan an event that promotes new products and services.
- Investigate how large and small businesses maintain their corporate social responsibility
- Research the success or otherwise of business organisations by analysing their performance
- Study an extra subject chosen from – Dance, History, ICT, Media Studies, Additional Science (all GCSEs), BTEC Sport, BTEC Travel and Tourism

Learning Location:

As indicated above you will be able to study the course at one of two “hub” schools. However, there will be many opportunities for work related learning visits such as: The Trafford Centre, Halliwell-Jones Stadium, the Jaguar assembly plant in Halewood as well as visiting many small business organisations in and around Warrington.

Uniform and Equipment:

Uniform: Learners will be required to purchase a relevant uniform, a pale blue BAF polo shirt and navy blue BAF sweatshirt. The approximate cost of the uniform will be £10. Details of how to order the uniform will be provided upon acceptance onto the course.

Any specialist equipment will be supplied by the course. It would be an advantage for learners to have access to an internet connection.

Progression Opportunities:

A diploma in Business, Administration and Finance will give you experience in a wide range of employable skills such as analytical problem solving, teamworking, research, and organising and communicating information. Learners can use the skills and knowledge gained in this course as the first step in many career pathways in the private and public sector. The appeal of Business, Administration and Finance is driven by its diversity. Situated at the core of every company and organisation, it has no limitations. Some specific examples where this course will be useful include a career in management, accounting, consultancy, the Civil Service, banking and insurance, teaching and the law as well as setting up a business.

Further education opportunities include progress onto Level 3 business courses and higher education opportunities for a degree in a wide range of business-related courses such as business management, marketing, finance, administration and leadership.